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## Governance Manual For the Group Insurance Board

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### *Overview*

#### Summary of Programs Overseen by the Group Insurance Board

1. Meeting Dates
2. Employee Trust Funds Key Contacts
3. Organization and Responsibilities of Boards
4. Commitment Overview and Conduct of Meeting
5. Group Insurance Board Base Agendas
6. Group Insurance Board Membership Roster
7. The Secretary's Role
8. ETF Functional Organization Chart
9. Fact Sheets
  - Group Health Insurance Program
  - Group Life Insurance Program
  - Income Continuation Insurance Program – State
  - Income Continuation Insurance Program – Local
  - Pharmacy Benefits Program
  - Employee Reimbursement Accounts (ERA) Program
  - Supplemental Insurance Program
  - Uniform Dental Benefits
10. Administrative Appeals Process

### *Ethics and Fiduciary Duty*

#### “Who is a Fiduciary?”

#### DOA Guidance on Lobbying and Ethics Law

#### Attorney General Opinion (OAG-2-06) on Board Member Liability

#### Wisconsin Public Records Law Basics Training

### *Legislation*

#### History of Employee Trust Funds

#### Chapter 40

### *Board Policies and Procedures*

#### Board Meeting Public Notice Protocol (Adopted 5/15/2019)

#### Board Member Compensation and Reimbursement Policy (Adopted 5/15/2019)

[Board Member Qualification Policy](#) (Adopted 5/16/2018)

[Communications Policy](#) (Revised 5/16/2018)

[Conflict of Interest Policy](#) (Revised 5/16/2018)

[Conduct of Board Meetings Policy](#) (Revised 5/16/2018)

[Member Resignation Procedure](#) (Adopted 5/16/2018)

[Privacy of Personal Information Policy](#) (Adopted 5/16/2018)

[Vendor Procurement Appeals Policy](#) (Revised 3/29/2021)

### ***Group Insurance Board Documents***

[Income Continuation Insurance Program Reserves Policy](#) (Adopted 11/13/2019)

[Reserve Policy for the Group Health Insurance Program](#) (Adopted 11/18/2020)

[Reserve Policy for the Group Life Insurance Program](#) (Adopted 5/12/2021)